



THE CITY OF SAN DIEGO

# MINIMUM STANDARDS FOR Substantial Conformance Review

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101  
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION.

INFORMATION  
BULLETIN  
**500**  
MAY 2005

The goal of Substantial Conformance Review (SCR) is to determine if the proposed project is consistent and in conformance with a previously approved permit. This includes a review of the revised project against the approved exhibits, permit conditions, environmental documentation, applicable land use policies, and the public record for the prior permit. Staff will recommend approval of the modified project if the change falls within the parameters of the prior approval. A Substantial Conformance Review decision is either at staff-level (Process 1) or is a decision by staff that requires input from the Community Planning Group and is appealable to the Planning Commission (Process 2).

If the only prior discretionary action, however, was a tentative map or vesting tentative map, and a final map for the project has been approved, then this service is not available.

## I. SUBSTANTIAL CONFORMANCE REVIEW - PROCESS 1

Unless otherwise stated as a permit condition or as required by the Municipal code, Substantial Conformance Review is an optional service available to customers who are proposing to modify their project after a discretionary permit has been approved by the City. This optional service is offered to allow customers to provide only the information needed to make a conformance determination, without having to go to the expense of preparing complete construction documents. The process does not include a review for conformance with other City regulations, which is performed when an application for a construction permit approval such as a building, grading, or public improvement permit is made.

Instead of a SCR, customers may choose to include their project changes as part of a complete construction permit application (building permit, grading permit, public improvement permit, etc.). Staff will review the project change for conformance with the prior permit as part of the process of checking the plans against applicable regulations. If the project changes are not deemed to be in conformance with the previously approved discretionary permit, minor to significant project redesign or an amendment to the previously approved permit may be required. The customer makes the choice to risk a full construction permit submittal, or to opt for the more tailored SCR service.

## Documents referenced in this Information Bulletin

- General Application (DS-3032)
- Information Bulletin 512, "How to Obtain Public Noticing Information"

## II. SUBSTANTIAL CONFORMANCE REVIEW - PROCESS II

Some prior approvals require Substantial Conformance Review to go through a Noticed Decision process (Process 2). This higher decision process is either a condition within the development permit itself, or is required by the Municipal Code (e.g., SCR's within the Coastal Overlay Zone).

## III. SUBMITTAL REQUIREMENTS

Phone (619) 446-5300 to schedule a submittal appointment for SCR. At this appointment, provide the information in the quantities shown below (you may, however, choose to provide one copy of everything for a determination by staff of the final number of copies that would be required as the quantities may vary depending upon the magnitude of the change):

1. Provide twelve (12) copies of the following:
  - a. A letter detailing the modifications being proposed to the project that was previously approved;
  - b. the final, approved permit and resolution(s) of the subject permit;
  - c. the approved exhibit A drawings and documents that are being affected by the proposed project modifications (each sheet individually folded to 8 ½" by 11" size); and
  - d. marked up exhibit A drawings and documents or new drawings at the same scale as the approved exhibits that clearly show and highlight the proposed project modifications (each sheet individually folded to 8 ½" by 11" size).
2. General Application (DS-3032)
3. For SCR's in the Coastal Zone or when a Process 2 SCR is required by a previously approved development permit, a Public Notice Package is required. This includes:

- a. One set of adhesive mailing labels, on 8 ½" by 11" sheets. Each set includes the names and addresses of current property owners located within a 300-foot radius of the perimeter of the property for which an application is being made. Where properties are not owner occupied, occupant labels must also be provided in addition to the property owner labels. (See Information Bulletin 512, "How to Obtain Public Noticing Information," for more details.)
- b. A photo copy of the mailing labels.
- c. Assessor Parcel Map(s) outlining the 300-foot radius.

#### IV. FEES

The following fees/deposits are required at the time of project submittal, with the exception of the Fire Plans Officer Review Fee (applicability of this fee to be determined during project review).

##### A. General Plan Maintenance Fee

This fee is charged for projects with plans and documents to be reviewed for compliance with the general plan or land development code provisions.

General Plan Maintenance Fee ..... \$ 88

##### B. Mapping Fee

This fee is charged when there are plans, drawings, maps or other geographical documents utilized for project review.

Mapping Fee ..... \$ 10

##### C. Discretionary Project Close Out Fee

This fee is charged to pay for plan processing, notarizing documents, permit recordation, and archiving the project file after final hearing or appeal is com-

pleted.

Discretionary Project Close Out Fee ..... \$ 500

##### D. Fire Plan Review Fee

This fee is charged for the Fire Plans Officer review of most development permit projects.

Fire Plans Officer Review Fee ..... \$ 300

##### E. Substantial Conformance Review Deposit

A Trust Fund account is established with an initial deposit. This initial deposit is drawn against to pay for the review of your project. During project review, the Financially Responsible Party (as identified on the General Application form) will receive a monthly deposit statement reflecting the charges made against the account.

The Financially Responsible Party may receive invoices for additional deposits for subsequent reviews of the project in order to maintain the minimum balance as shown below. The payment of this invoice will be required in order to continue processing your project. At the end of the project, any remaining funds will be returned to the Financially Responsible Party.

Initial Deposit ..... \$2,000  
Subsequent Review/Minimum Balance ..... \$1,000